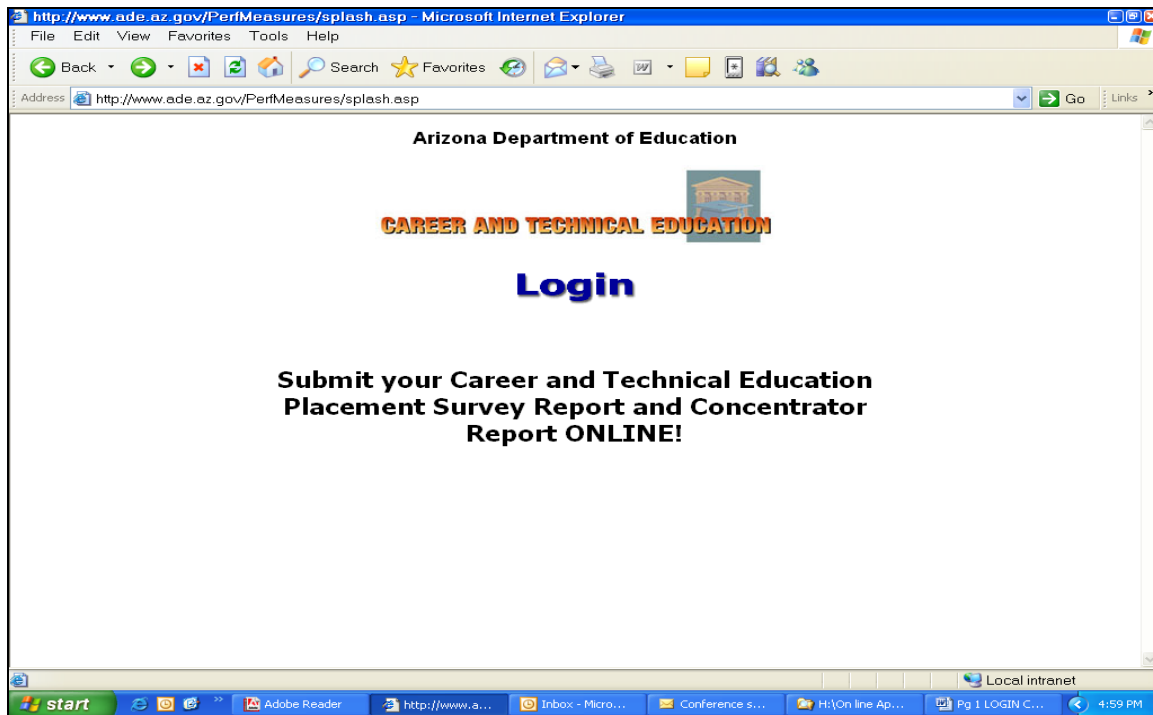
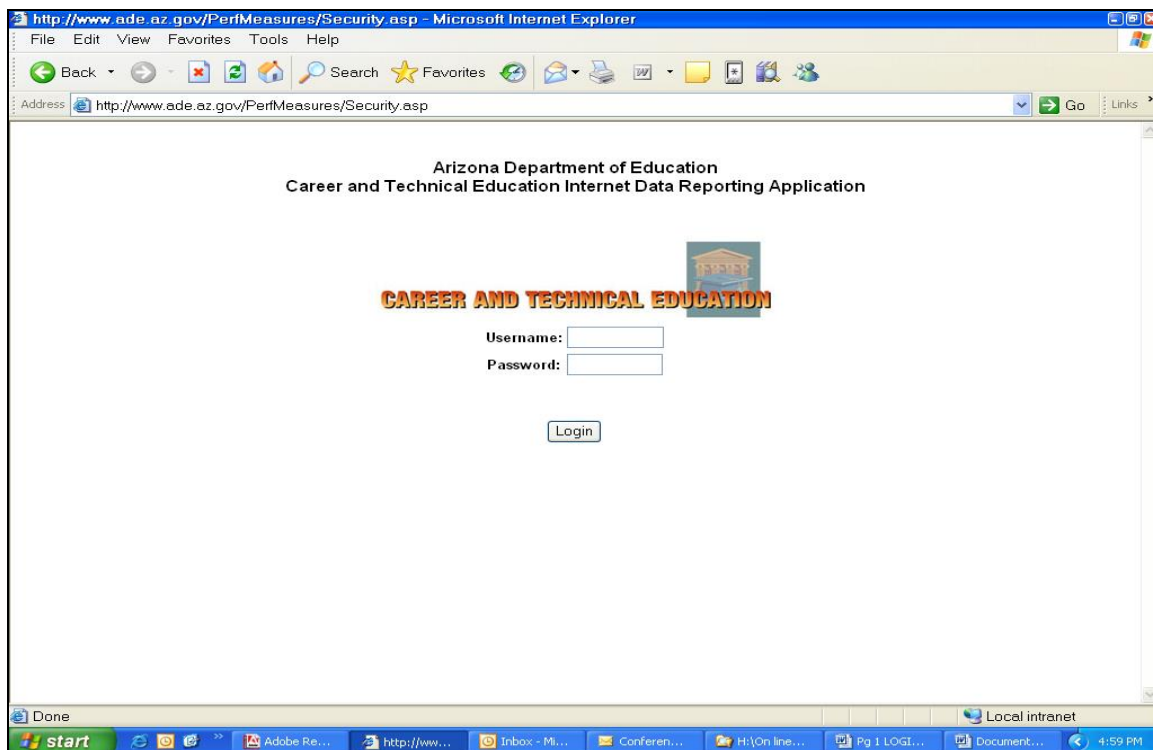


Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

<http://www.ade.az.gov/PerfMeasures/splash.asp>



Login using Performance Measures On-Line System Username and Password



Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Click on Coherent Sequence

Arizona Department of Education
Internet Data Submission Application

Placement
Participant/Concentrator
Enrollment
Coherent Sequence
Maintenance
Administrative
Reporting

CAREER AND TECHNICAL EDUCATION

Click on "Placement" to enter/edit Placement Surveys
Click on "Participant/Concentrator" to enter/edit the Participant or Concentrator Information
Click on "Enrollment" to enter/edit Course Enrollment
Click on "Coherent Sequence" to enter/edit Coherent Sequence
Click on "Maintenance" to Change your password
Click on "Administrative" to view Program Profile
Click on "Reporting" to produce PM Reports

Click on Coherent Sequence and select school.

Arizona Department of Education
Internet Data Submission Application

Placement
Participant/Concentrator
Enrollment
Coherent Sequence
Maintenance
Administrative
Reporting

Coherent Sequence

Select the School You want to work on

Career and Technical Education	
Choose a School	-Select a School-
OR Select a CTDS	-OR Select a CTDS-

Go

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Select the 2014 Coherent Sequence for edits/updates.

Arizona Department of Education
Internet Data Submission Application

Editing School : SAMPLE SCHOOL
[Click Here to Change](#)

Federal Perkins Grant Fiscal Year Selection

Fiscal Year
2014 Coherent Sequence
2013 Coherent Sequence

[< Back](#)

For 2014, You will have to refer to CTE's newest Handbook to ensure you locate the correct ADE course name(s) to develop the coherent sequence of instruction. The 2013 course enrollment data has been used to assist you in developing your 2014 coherent sequence of instruction information for the 2014 Federal Perkins Grant. Review the information carefully and make necessary changes, additions, or deletions. Click on 2014 Coherent Sequence to begin process.

Complete instructions are included on the website.

2013 40th and 100th day course enrollment data have been loaded into the 2014 sequence except for any of the Communications Media Programs and is ready to update/edit. Any of the programs that are part of Communications Media will need to be added. Notice the Program CIP Code is now 8 digits.

Local course titles have also been loaded into the sequence where possible. Review the sequence for each school. To take an action on a record you must click on one of four functions – view, modify, delete or add.

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Kendra McCaffrey at Kendra.McCaffrey@azed.gov. Provide your name and identify your District to inform her that you have completed updating the district's 2014 coherent sequence data.

2014 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL					
Program	Program Title	Course	Course Title	Local Course Title	Action
47060020	Automotive Technologies	47060010	Transportation Technologies Core Curriculum	Autos I	View Modify Delete

2014 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL					
Program	Program Title	Course	Course Title	Campus CTDS	Action

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

View: The following slide displays a record in the view mode.

Arizona Department of Education
Internet Data Submission Application

2014 Coherent Sequence

Course Enrollment Information		
CTDS	School name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2014
Program		Description
47060020		Automotive Technologies
Course		Description
47060010		Transportation Technologies Core Curriculum

Coherent Information	
Local Course Title	Autos I
Is this course taught off-campus?	No

< Back

This screen allows you to view a record. Click on view and see what information you have for the course. If there are changes to be made to the coherent sequence information, click on “back” and you will return to the coherent sequence form screen.

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Modify: If any modifications need to be made to the course (i.e. Local Title, where course is taught), click on Modify for that course.

Arizona Department of Education
Internet Data Submission Application

2014 Coherent Sequence

Coherent Sequence Information		
CTDS	School name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2014
Program		Description
47060020		Automotive Technologies
Course(1-7 digits)		Description
4706001		Transportation Technologies Core Curriculum

Coherent Information	
8th digit of Course Number	0 <input type="checkbox"/> New Course <input type="checkbox"/> New Program
Local Course Title	Autos I
Is this course taught off-campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No

You must hit the submit button to save any changes made

This mode allows you to make changes to the Coherent Sequence Information section only. You are allowed to enter the 8th digit of your course and provide the district's local course title. If you leave the local course title blank and you submit the record, the local course title will default to the CTE Course title.

1. Enter the 8th digit (see note below)
2. Enter the local course title (if you have one different from ADE course title)
3. When finished making the changes, click on Submit
4. If no errors are detected you will see the message "There were no errors saving this record." Click on Finish to return to the report screen.

NOTE: On some Course CIP Codes, the 8th digit cannot be changed (i.e.: .75 for internships or Ag .10, .12, .14). For programs that have a course sequence with a Fundamentals class ending in a 0 (such as Auto Tech I 47.0600.20) and an Advanced class ending in a 5 (such as Auto Tech II 47.0600.25), the 8th digit on the Fundamentals class can be 0, 1, 2, 3, or 4 and the 8th digit on the Advanced class can be 5, 6, 7, 8, or 9.

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Delete: If you decide that the program/course is no longer part of your coherent sequence you may use this function to delete it from your coherent sequence.

2014 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL + Click Here to Add					
Program	Program Title	Course	Course Title	Local Course Title	Action
47060020	Automotive Technologies	47060010	Transportation Technologies Core Curriculum	Autos I	View Modify Delete
47060020	Automotive Technologies	47060020	Automotive Technologies I	Autos II	View Modify Delete
47060020	Automotive Technologies	47060025	Automotive Technologies II	Autos III	View Modify Delete

Click on Delete

The following slide displays a record in delete mode

The screenshot shows a web browser window with the URL `/devweb1.ade.az.gov/perfmeasuresNew/frameManager.asp`. The page title is "Arizona Department of Education Internet Data Submission Application". The main content area displays a "Delete Confirmation" dialog box. The dialog has a blue header bar that says "Confirm Delete". Below the header, it asks "Delete Coherent Sequence record for SAMPLE SCHOOL for 2014?". At the bottom of the dialog are two buttons: "No" and "Yes".

1. To delete a record, select the record and click on delete.
2. Answer yes or no. 'Yes' will delete the record. 'No' will return you to the coherent sequence screen.
3. By clicking on 'Yes' the message "There are no errors saving this record," will pop up. Click on 'Finish'.
4. This will take you back to the coherent sequence screen.

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Adding a new course/program: Click on the “+ Click Here to Add” (located after the instructions at the top right hand corner of coherent sequence).

2014 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL					
Program	Program Title	Course	Course Title	Local Course Title	Action
47060020	Automotive Technologies	47060010	Transportation Technologies Core Curriculum	Autos I	View Modify Delete
47060020	Automotive Technologies	47060020	Automotive Technologies I	Autos II	View Modify Delete
47060020	Automotive Technologies	47060025	Automotive Technologies II	Autos III	View Modify Delete

1. Select “Choose a Program Description” first using the 2013-14 CTE Program Codes and Titles as a guide. Reminder: There are no longer options. The options are now programs.

Arizona Department of Education
Internet Data Submission Application

Home Exit

New Coherent Sequence

Choose a Program Description:
Choose a Course Description:

Coherent Sequence Information
-Select a Program-
-Select a Program-
Accounting and Related Services
Advanced Construction Technologies
Advertising and Public Relations
Agribusiness Systems
Air Transportation
Aircraft Mechanics
Animal Systems
Animation
Architectural Drafting
Arts Management
Automation/Robotics
Automotive Collision Repair
Automotive Technologies
Bioscience
Business Management and Administrative Services
Business Operations Support and Assistant Services
Cabinetmaking
Carpentry
Computer Maintenance
Cosmetology
Culinary Arts
Dental Assisting
Diesel Engine Repair
Digital Photography
Digital Printing
Early Childhood Education
Education Professions
Electronic Technologies
Electronics Drafting

2. Then select “Choose a Course Description”. The only options for courses will be those that are part of the approved sequence for that program.

Arizona Department of Education
Internet Data Submission Application

Home Exit

New Coherent Sequence

Choose a Program Description:
Choose a Course Description:

Coherent Sequence Information
Film & TV
10020010 - Media Technology Fundamentals
-Select a Course-
10020000 - Music and Audio Production I
10020010 - Media Technology Fundamentals
10020020 - Digital Printing I
10020030 - Graphics/Web Design I
10020075 - Communications Media Technologies – Internship
10020080 - Communications Media Technologies –Cooperative Education

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

The Course that is being added in this example is Media Technology Fundamentals.

2014 Coherent Sequence

Coherent Sequence Information		
CTDS	School name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2014
Program	Description	
10020090	Film & TV	
Course(1-7 digits)	Description	
1002001	Media Technology Fundamentals	

Coherent Information	
8th digit of Course Number	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">0</div> <div style="font-size: 0.8em;"> <input checked="" type="checkbox"/> New Course <input type="checkbox"/> New Program </div> </div>
Local Course Title	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">-Select-</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">0</div> </div>
Is this course taught off-campus?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">1</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">No</div> </div>
You must click the Submit button to save any changes made	
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #000080; color: white;">Submit</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0;">Cancel</div> </div>	

2. For the 8th digit of the course number you will use the drop down arrow. Refer back to page 5 for specific 8th digit instructions in the “Note” box.
3. Check the “New Course” box if it is a new course added to an existing program/sequence.
4. Check the “New Program” box if it is a new program. When “New Program” is checked, “New Course” automatically fills.
5. Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.
6. Click on submit when completed.
7. The message “There are no errors saving this record,” will pop up. Click on ‘Finish’.
8. This will take you back to the coherent sequence form screen.

NOTE: THE QUESTION - “Is this course taught off campus?” is for the purpose of capturing information that identifies districts that have courses taught at another location. This automatically defaults to “No”.

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

See below the Media Technology Fundamentals course is now part of the coherent sequence.

2014 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL						Click Here to Add
Program	Program Title	Course	Course Title	Local Course Title	Action	
10020090	Film & TV	10020010	Media Technology Fundamentals	Intro to Media Tech	View	Modify Delete
47060020	Automotive Technologies	47060010	Transportation Technologies Core Curriculum	Autos I	View	Modify Delete
47060020	Automotive Technologies	47060020	Automotive Technologies I	Autos II	View	Modify Delete
47060020	Automotive Technologies	47060025	Automotive Technologies II	Autos III	View	Modify Delete

2014 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL						Click Here to Add
--	--	--	--	--	--	-----------------------------------

Reminders

- Add all appropriate courses to any existing program.
- Add all courses that will be taught in a completely new program. This information will notify the program specialists that you are implementing a new CTE program.
- If a new course in the sequence is not scheduled to be implemented in current school year, state scheduled implementation date in the comment box.

Add a course that is taught off-campus: Follow the “add a new course” instructions.

2014 Coherent Sequence

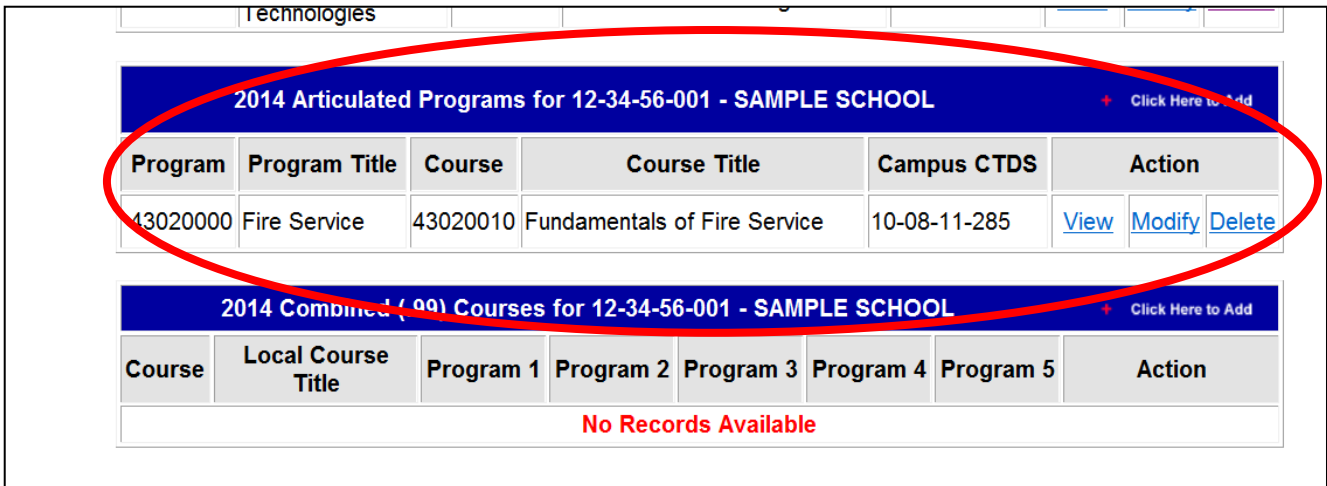
Coherent Sequence Information		
CTDS	School name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2014
Program	Description	
43020000	Fire Service	
Course(1-7 digits)	Description	
4302001	Fundamentals of Fire Service	
Coherent Information		
8th digit of Course Number	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">0</div> <div style="margin-left: 10px;"> <input checked="" type="checkbox"/> New Course <input checked="" type="checkbox"/> New Program </div> </div>	
Local Course Title	<div style="border: 1px solid #ccc; padding: 2px;">Fire Service I</div>	
Is this course taught off-campus?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Articulated School name	<div style="border: 1px solid #ccc; padding: 2px;">PCJTED - CENTRAL CAMPUS - 10-08-11-285</div>	
Articulated Enrollment type	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #000080; color: white; padding: 2px;">-Select-</div> <div style="background-color: #000080; color: white; padding: 2px;">-Select-</div> <div style="background-color: #000080; color: white; padding: 2px;">Joint Technical Education District</div> <div style="background-color: #000080; color: white; padding: 2px;">College Campus</div> <div style="background-color: #000080; color: white; padding: 2px;">Skill Center</div> <div style="background-color: #000080; color: white; padding: 2px;">Shared District Instruction</div> </div>	

You must
changes made

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

1. If a course is taught at another location (off-campus), answer “yes” to the questions “Is this course taught off campus?”
2. The “Yes” button will pop up two additional fields.
3. For Articulated School Name, select the location from the drop down menu box indicating where students receive instruction. (i.e. PCJTED-Central Campus). If a school does not appear in the drop down menu box, contact Donna Kerwin at donna.kerwin@azed.gov or 602-542-7881.
4. Identify Articulated Enrollment Type. Use *CTE Handbook* <http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/> as a guide. (i.e. JTED, College Campus)
5. Click on Submit and Finish to save the record.
6. This will take you back to the coherent sequence form screen

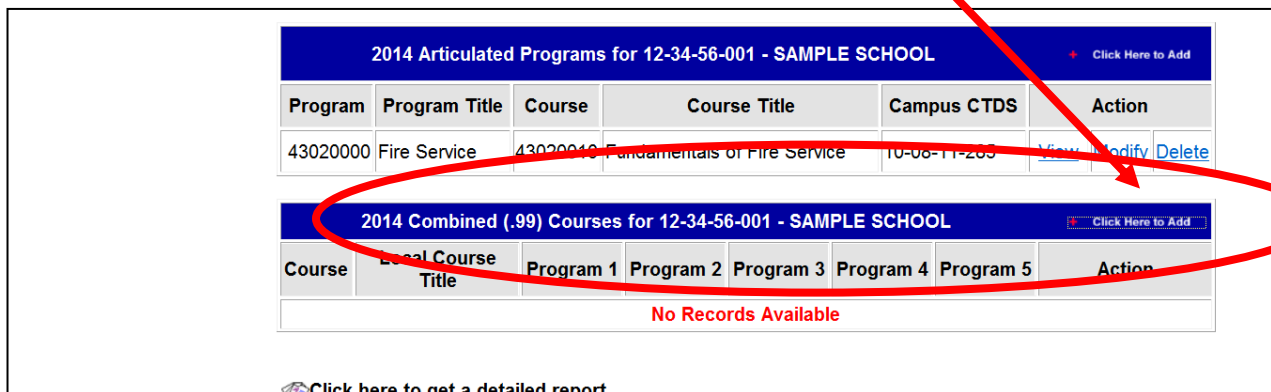
The added course taught off campus appears in the articulated section of the screen.



2014 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL						+ Click Here to Add	
Program	Program Title	Course	Course Title	Campus CTDS	Action		
43020000	Fire Service	43020010	Fundamentals of Fire Service	10-08-11-285	View	Modify Delete	

2014 Combined (.99) Courses for 12-34-56-001 - SAMPLE SCHOOL							+ Click Here to Add	
Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action	
No Records Available								

Add a Combined (.99) course: Select the “+Click here to add” in the 2014 Combined (.99) Courses section of the coherent sequence form screen.



2014 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL								+ Click Here to Add	
Program	Program Title	Course	Course Title	Campus CTDS	Action				
43020000	Fire Service	43020010	Fundamentals of Fire Service	10-08-11-285	View	Modify Delete			

2014 Combined (.99) Courses for 12-34-56-001 - SAMPLE SCHOOL								+ Click Here to Add	
Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action		
No Records Available									

[Click here to get a detailed report](#)

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

1. Select the “Choose a Program Description” and then “Choose a Course Description”. (Note: not shown in this slide, but will appear that way online).

Course	Description
12-34-56-001	SAMPLE SCHOOL
52020099	Business Mgmt & Admin Services: Shared Course

Coherent Information		
Local Course Title	Intro to Business	
Programs		
Program	Description	Action
	520200: Business Mgmt & Admin Services	Remove1
	520400: Business Operations Support and Assistant Services	Remove2
	521800: Marketing Management and Entrepreneurship	Remove3
	520800: Financial Services	Remove4
	-Select-	Remove5

2. Insert local course title.
3. Use the drop down box under programs to list all the programs that are participating in this combined course.
4. Click on Submit and Finish to save the record.
5. This will take you back to the coherent sequence form screen.

The added course appears in the Combined Courses section on this screen and shows the CIP code for the programs in the combined course. The CIP code shows as XXXXXX.99.

2013 Combined (.99) Courses for 12-34-56-001 - SAMPLE SCHOOL							
Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action
52020099	Intro to Business	520200	520400	520800	521800		View Modify Delete

Edit a Combined (.99) Course from 2013: For those districts with combined courses (.99) in 2013, a record has been created for the 2014 Coherent Sequence with just one course/program. The district must modify the record to add the other programs in that combined course. Select modify on any combined course showing only 1 program.

2010 Combined (.99) Courses for 12-34-56-001 - SAMPLE SCHOOL							
Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action
41010099	Test	410100					View Modify Delete
52020099	Business Cluster	520200	520300	520800	521800		View Modify Delete

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

A new message appears which requires the addition of the other programs.

The screenshot shows a web interface with a blue sidebar on the left containing the following menu items: Participant/Concentrator, Enrollment, Basic Grant, Coherent Sequence, Maintenance, Administrative, and Reporting. The 'Coherent Sequence' item is highlighted. The main content area is titled 'Combined Course Information' and contains the following data:

CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2013

Below this is a 'Course' section with the following data:

Course	Description
4100099	Bioscience: Shared Course

The 'Coherent Information' section contains a 'Local Course Title' field and a 'Programs' table. The 'Programs' table has three columns: Program, Description, and Action. A red message is displayed in the center of the table:

Only one program is displayed for the 99 course.
Please add the other required program.

The 'Programs' table currently shows one row:

Program	Description	Action
151300	Drafting and Design Technologies	Remove1

Below the table are five rows with a '-Select-' dropdown menu and a 'Remove' button (Remove2 through Remove5). A red message at the bottom states: 'Local Course Title is required'. At the very bottom, a message says: 'You must hit the submit button to save any changes made' with 'Submit' and 'Cancel' buttons.

Add all other programs that are part of the combined/shared course. Click on submit and finish.

The screenshot shows the same web interface as the previous one, but with the 'Programs' table updated. The 'Local Course Title' field now contains 'Intro to Drafting/Construction'. The 'Programs' table now shows three rows:

Program	Description	Action
151300	Drafting and Design Technologies	Remove1
460400	Construction Technologies	Remove2
150000	Engineering Sciences	Remove3



The dropdown menu for the fourth row is still '-Select-' with a 'Remove4' button.

Reminder: A Combined .99 Course is a JTED course that precedes the required sequence of courses for more than one program and must adhere to the following:

- .99 course must be Career Preparation, cannot be Career Exploration
- Must be in addition to the program's prescribed sequence of instruction, cannot replace another course in the program sequence
- In programs that currently have a four course sequence; the .99 course may not be appropriate.
- .99 course standards/descriptions must be submitted to ADE/CTE verifying course is career preparation
- .99 course instructors must be certified to teach all career preparation programs sharing the .99 course.

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action		
15130099	Intro to Drafting/Construction	150000	151300	460400			View	Modify	Delete
52020099	Intro to Business	520200	520400	520800	521800		View	Modify	Delete

 Click here to get a detailed report
 Click here to enter comment

Comments: To use the comment section, click on the pencil icon  and follow the instructions. Insert any comments you may want to relay to ADE about your coherent sequence.

Reports: A report is printed by clicking on the icon  at the bottom of the page. See Sample Report on next page.

SAMPLE COMMENTS:

2014 Coherent Sequence

Please Enter Your Comment Here

Fire Service II will not be offered until 2014-15.

You must hit the submit button to save any comment

Arizona Career and Technical Education Updating and Managing the 2014 Coherent Sequence

SAMPLE REPORT: This report shows New Program (X), New Courses (X), Articulated courses (taught off campus with CTDS of other school) and Combined courses with each of the program CIP codes.

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
COHERENT SEQUENCE INFORMATION
SCHOOL YEAR 2013-2014

REPORT DATE: 04/9/2013

CTDS: 123456001
DISTRICT: SAMPLE DISTRICT
SCHOOL: SAMPLE SCHOOL

New Course	New Program	Offer Year	Program CIP Code	Program Title	Course CIP	ADE Course Title*	Your Local Course Title	Course taught at another school
Non-Articulated Courses								
X	X	2014	10020090	Film & TV	10020010	Media Technology Fundamentals	Intro to Media Tech	
			47060020	Automotive Technologies	47060010	Transportation Technologies Core Curriculum	Autos I	
			47060020	Automotive Technologies	47060020	Automotive Technologies I	Autos II	
X		2014	47060020	Automotive Technologies	47060025	Automotive Technologies II	Autos III	
Articulated Courses								
X	X	2014	43020000	Fire Service	43020010	Fundamentals of Fire Service	Fire Service I	100811285
Comment Fire Service II will not be offered until 2014-15.								

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Kendra McCaffrey at kendra.mccaffrey@azed.gov. Identify your **District and provide your Name** to inform her that you have completed updating the district's 2014 coherent sequence data.

Important Notes

- Coherent sequence should include all course CIP codes that will be reported on 40th and 100th day enrollment.
- Coherent sequence should reflect what is being taught at each site during the reporting year.
- Coherent sequence can be modified any time during the reporting year to identify changes in course offerings. Notify ADE of changes.